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|--|--|--|-------------------------------|----------------------------|----------------------------|--|------------------|---------|-------------------------|--------------------------|
| <b>EPA</b><br>United States Environmental Protection Agency<br>Washington, DC 20460<br><b>Work Assignment</b>  |  | Work Assignment Number<br>2-30   |                               |                            |                            |  |                  |         |                         |                          |
|  |  | <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number:<br>000001 |                               |                            |                            |  |                  |         |                         |                          |
| Contract Number<br>EP-C-08-010   | Contract Period 12/16/2008 To 11/30/2011<br>Base                      Option Period Number 2 | Title of Work Assignment/SF Site Name  |                               |                            |                            |  |                  |         |                         |                          |
| Contractor<br>SCIENTIFIC CONSULTING GROUP, INC, THE  |  | Specify Section and paragraph of Contract SOW  |                               |                            |                            |  |                  |         |                         |                          |
| Purpose: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Work Assignment<br/> <input checked="" type="checkbox"/> Work Assignment Amendment<br/> <input type="checkbox"/> Work Plan Approval           </div> <div> <input type="checkbox"/> Work Assignment Close-Out<br/> <input type="checkbox"/> Incremental Funding           </div> </div> |  | Period of Performance<br><br>From 12/01/2010 To 11/30/2011                                     |                               |                            |                            |  |                  |         |                         |                          |
| Comments:  |  |  |                               |                            |                            |  |                  |         |                         |                          |
| <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           <div style="text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund         </div>   |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Note: To report additional accounting and appropriations data use EPA Form 1900-69A.   |  |  |                               |                            |                            |  |                  |         |                         |                          |
| SFO (Max 2) <input type="checkbox"/>   |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Line   | BCN<br>(Max 6)   | Budget/FY<br>(Max 4)   | Appropriation<br>Code (Max 6) | Budget Org/Code<br>(Max 7) | Program Element<br>(Max 9) | Object Class<br>(Max 4)  | Amount (Dollars) | (Cents) | Site/Project<br>(Max 8) | Cost Org/Code<br>(Max 7) |
| 1  |  |  |                               |                            |                            |  |                  |         |                         |                          |
| 2  |  |  |                               |                            |                            |  |                  |         |                         |                          |
| 3  |  |  |                               |                            |                            |  |                  |         |                         |                          |
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| 5  |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Authorized Work Assignment Ceiling   |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Contract Period:   |  | Cost/Fee:  |                               | LOE: 1,239                 |                            |  |                  |         |                         |                          |
| 12/16/2008 To 11/30/2011   |  |  |                               |                            |                            |  |                  |         |                         |                          |
| This Action:   |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Total:   |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Work Plan / Cost Estimate Approvals  |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Contractor WP Dated:   |  | Cost/Fee:  |                               | LOE:                       |                            |  |                  |         |                         |                          |
|  |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Cumulative Approved:   |  | Cost/Fee:  |                               | LOE:                       |                            |  |                  |         |                         |                          |
|  |  |  |                               |                            |                            |  |                  |         |                         |                          |
| Work Assignment Manager Name Tina Conley<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____<br/>(Signature)</div> <div>_____<br/>(Date)</div> </div>   |  |  |                               |                            |                            | Branch/Mail Code:<br>Phone Number 202-343-9829<br>FAX Number:                    |                  |         |                         |                          |
| Project Officer Name Verla Sutton-Busby<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____<br/>(Signature)</div> <div>_____<br/>(Date)</div> </div>  |  |  |                               |                            |                            | Branch/Mail Code:<br>Phone Number: 202-564-6808<br>FAX Number:                   |                  |         |                         |                          |
| Other Agency Official Name<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____<br/>(Signature)</div> <div>_____<br/>(Date)</div> </div>   |  |  |                               |                            |                            | Branch/Mail Code:<br>Phone Number:<br>FAX Number:                                |                  |         |                         |                          |
| Contracting Official Name Benita Tyus<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <br/>           (Signature)         </div> <div>6/7/11<br/>(Date)</div> </div>   |  |  |                               |                            |                            | Branch/Mail Code: CP0D<br>Phone Number: 513-487-2094<br>FAX Number: 513-487-2109 |                  |         |                         |                          |

**PERFORMANCE WORK STATEMENT**  
**Contract Number: EP-C-08-010**  
**Contractor: Scientific Consulting Group, Inc.**

**Work Assignment (WA) Number: 02-30 Amendment 1**

|                               |  |
|-------------------------------|--|
| <b>WA TITLE</b>               | Technical, Information Transfer and Logistical Support of<br>ORD National Center for Environmental Research (NCER)<br>Meetings and Electronic Products   |
| <b>WA AMENDMENT</b>           | Support for Senior Leadership Development Program and<br>ORD Managers Workshop   |
| <b>PERIOD OF PERFORMANCE:</b> | CO Approval through November 30, 2011  |
| <b>WORK ASSIGNMENT COR:</b>   | Tina Maragousis Conley, USEPA<br>1025 F Street, NW, Room 3307G,<br>Washington, DC 20004<br>Phone; 202-343-9829, Fax: 202-233-0678<br><a href="mailto:conley.tina@epa.gov">conley.tina@epa.gov</a> ;  |
| <b>ALTERNATE WA COR:</b>      | Ted Just, USEPA<br>1025 F Street, NW, Room 3102,<br>Washington, DC 20004,<br>Phone; 202-343-9714, Fax; 202-233-0677<br><a href="mailto:just.ted@epa.gov">just.ted@epa.gov</a> ,  |
| <b>PROJECT OFFICER COR:</b>   | Verla Sutton-Busby, USEPA Headquarters<br>1200 Pennsylvania Avenue NW (Mail Code 8102R)<br>Washington, D.C. 20460<br>Phone; 202-564-6808 / Fax #: 202-565-2910<br><a href="mailto:sutton-busby.verla@epa.gov">sutton-busby.verla@epa.gov</a> |

**Background:** NCER's Deputy Director is ORD's management lead on the Senior Leadership Development Program (SLDP) and also an advisor on the next ORD Managers Workshop. The scope of this Work Assignment Amendment falls under meetings supported by NCER management, under the original work assignment.

**Purpose:** Under this Work Assignment (WA) Amendment, the contractor shall provide technical, information transfer, communications, and logistical planning and support for the development of a all inclusive ORD Leadership website and 3 meetings and 1 workshop supported by NCER management of the SLDP and the ORD Managers Workshop.

## **Task Descriptions:**

**Task 1: Development and Maintenance of a Web Site with Centralized Source of Web-based Information on ORD Leadership Development.** The website will be overarching information and communication tool and support the ORD SLDP, ORD SLDP second class program and the ORD Managers Workshop. It will be the centralized source of information and web-based communication for these programs and will link to resources and related programs within EPA (e.g., Emerging Leaders Network, <https://ssoprod.epa.gov/sso/jsp/loginELN.jsp>), other agencies, and non-government organizations. The site will include a description of the SLDP and ORD Managers Workshop as well as their goals and objectives. The web site will contain a home page that is accessible to everyone but it also will contain password protected pages that are accessible only to those involved in the SLDP (e.g., class members, SLDP organizers, and Management Organizational Assessment Network [MOAN] mentors).

The web site will be the depot for information transfer and will be used to post the SLDP background, purpose, process and steps, application instructions and submissions, Q&A, logistics, agendas, contacts, as well as the ORD Managers Workshop background, purpose, agenda and logistics.

**Task 2: Technical and Logistical Planning and Support for 3 SLDP Meetings and ORD Managers Workshop.** A kickoff meeting will take place shortly after the candidates for the second class are selected. The purpose of the meeting will be to communicate the goals of the program, the activities planned for the 18-month class, candidate expectations, group project, as well as provide time for the new candidates to meet, get to know each other and meet and learn from the graduates of the first SLDP class. After the kick off meeting, there will be 2 meeting retreats, one in DC and one in Research Triangle Park (RTP), NC. The first meeting retreat in Washington, DC will focus on ORD leadership and the working relationships with EPA leadership, the appropriate legislative and executive branch offices. The purpose of the retreat is to educate the candidates and give them an opportunity to better understand how the Federal Government works and how EPA and ORD work as part of the government with the House of Representatives, Senate, OMB, and the Office of Science and Technology Policy (OSTP). The candidates will learn how to prepare for and participate in Congressional hearings and will have the opportunity to attend hearings. The candidates will learn and participate in meetings with EPA and ORD leadership. ORD will make the initial contacts with representatives from the House, Senate, OMB, and OSTP to obtain their agreement to meet with the SLDP candidates, and the contractor shall follow up and make all the necessary arrangements with the appropriate contacts identified by ORD. The contractor shall support the development of the retreat agenda, prepare and disseminate technical and logistical materials and information, and make appropriate logistical plans.

The second retreat meeting will probably be held in RTP, NC, because of EPA's laboratory and the NIEHS offices. The purpose of this second retreat is to offer the candidates a mix of experiences intended to provide career advice from senior level managers, self development activities, exposure to other programs and agencies, interaction with other regulators (e.g., State officials), and an off-site environmental learning experience. The contractor shall work with ORD representatives and Management Organizational Assessment Network (MOAN) mentors to select a date, develop an agenda, and identify speakers/presenters, as well as prepare and disseminate technical and logistical materials and information.

The contractor shall also assess the need for bus/van transportation for the 2 retreat meetings.

The ORD Managers Workshop will be held in Washington, DC between August and November 2011. The goal of the workshop is to educate and bring ORD managers and possibly team leaders at all levels together to fully understand what ORD needs to do to excel amidst existing and emerging changes and challenges throughout ORD and within ORD organizations, and encourage cross-organization action items to advance ORD's goal of becoming a more efficient and effective organization, and able to support the path forward. The contractor shall make logistical plans, support the development of the workshop agenda, prepare and disseminate technical and logistical materials and information.

### **Deliverables and Schedules:**

#### **Schedule of Deliverables**

#### **Due Dates**

|   |   |
|---|---|
| Work Plan   | 15 calendar days of receipt of work assignment  |
| Finalization of Website   | 5– 7 days after receipt of comments from EPA WA COR and ORD technical lead on draft ORD Leadership Website, including SLDP and ORD Managers Workshop web pages. |
| List of final meeting facility options<br>For ORD Managers Workshop | 5 business days after receipt of the TD<br>– status report after 4 business days  |
| ORD Managers Workshop   | Implementation and final evaluation and summary reports<br>Completed by 11/30/11.   |
| Schedule of SLDP  | 3-5 business days after the EPA WA COR and ORD<br>Technical Lead's Technical Direction  |
| SLDP Kick Off Meeting and Evaluation<br>Reports                     | July 2011 (Meeting) Evaluation Report (August 2011)   |
| SLDP Meeting Retreat in DC  | September/October 2011  |
| SLDP Meeting Retreat in RTP   | October/November 2011   |
| SLDP Meeting Retreat Summaries                                      | November 30, 2011   |

**Deliverable Acceptance Criteria:** All website materials, logistical information, information transfer schedule, abstract handouts and meeting materials, letters, summary documents and proceedings documents shall be well organized, contain appropriate content, clear and easily readable in its presentation.

**Management Controls:** Technical direction for this work assignment amendment is provided by the work assignment amendment SOW, by the Technical Directives submitted for each meeting and information transfer product if it is not part of the meeting planning and implementation, by the work plan developed to implement this work assignment amendment by the Contractor (after it has been accepted and approved by the EPA Work Assignment COR), by the Contractor's and WAM's designated management representatives. **Status and progress meetings** between the EPA, and

Contractor work assignment COR and managers will be set up to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR. The EPA WA COR will discuss task details and receive updates on progress, on a weekly basis once the work has begun under a TD. The contractor shall notify the EPA WA COR immediately of any problems that may impede the performance of the work under this work assignment. The contractor shall submit monthly progress reports, as identified by the Contract Project Officer. The contractor shall give the EPA WA COR and the Contract Project Officer notice when 75% of the hours or dollars have been expended.

In addition, to the deliverable schedule above, the contractor shall provide a list of **deliverables and the dates** that they are due after receipt of any technical direction. Deliverables shall be provided in electronic format, and hard copy if necessary to the WA COR. Deliverables shall be in accepted Agency format and standards. Documents shall be prepared by using Word or appropriate graphics software discussed with the EPA WA COR, and written materials delivered shall be e-mailed to the EPA WA COR at [conley.tina@epa.gov](mailto:conley.tina@epa.gov) and the appropriate NCER PO. Materials shall also be in a word processing or graphic software that facilitates uploading onto the Internet, EPA and ORD's LAN.

The contractor shall develop and maintain files supporting each task assignment. The contractor shall track timeline, deliverable status, and other management files.

This Work Assignment does not contemplate the purchase of electronic and information technology falling under the definition of EIT provided in **Section 508 of the Rehabilitation Act (29 USC Part d), the Accessibility Standard (36 CFR 1194), and the FAR Final Rule (48 CFR Parts 7, 10, 11, 12, and 39), nor is there an exemption cited (FAR Part 39).**

#### **TRAVEL**

"Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. It is expected that the contractor will be requested to participate in 1 meeting in RTP, NC; date to be determined via technical direction. Contractor shall provide full meeting support for 2 days.

#### **EPA GREEN MEETING REQUIREMENTS**

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>." Prepare green practices document for selected meeting facility.